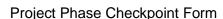# Project Phase Checkpoint Form
For [Project Name]

1. PURPOSE

This document is used to formally request approval to proceed to the next phase of a project. It provides a 'checkpoint' at the end of project phase(s) to ensure that the project has achieved its stated objectives and deliverables as initially planned.

2. WHEN TO USE A PHASE REVIEW

Project Phase Checkpoint Forms should be completed at the end of the following project phases:

- Initiation
- Planning
- Execution

More than one phase can be represented on this form if appropriate. Also, it is not necessary to complete a Phase Checkpoint Form at the end of the Project Closure phase as approval to close the project is covered within the 'Project Closure' document.

This form should describe the status of the:

- Overall project
- Project Schedule (based on the Project Plan)
- Project Expenses (based on the Cost Estimate and Budget Plan)
- Project Staffing (based on the Staffing Plan)
- Project Deliverables (based on the Quality Management Plan)
- Project Risks (based on the Risk Tracking Log)
- Project Issues (based on the Issues Log)

The Project Phase Checkpoint Form should be completed by the Project Manager(s) and approved by the Project Sponsor.

Project Phase Review Form: *<Indicate Phase(s) Here>*

PROJECT DETAILS

Project Name: Report Prepared By:
Project Manager: Report Preparation Date:
Project Sponsor: Reporting Period:

Project Description:
[Summaries the overall project achievements, risks and issues experienced to date.]

OVERALL STATUS

Overall Status: *[Description]*
Project Schedule: *[Description]*
Project Communication: *[Description]*
Project Expenses: *[Description]*
Project Deliverables: *[Description]*
Project Risks: *[Description]*
Project Issues: *[Description]*
Project Changes: *[Description]*

REVIEW DETAILS

Review Category	Review Question(s)	Answer	Comments
Schedule	Was the phase completed to schedule?	*Y/N*	
Communication	Are project team members aware of their role and responsibilities in the project? Has pertinent project communication been communicated effectively and in a timely manner?	*Y/N*	
Expenses	Was the phase completed within budgeted cost?	*Y/N*	
Deliverables	Has adequate progress been made on completing the key deliverables in the Statement of Work? If not, please explain.	*Y/N*	
Risks	Are there any outstanding project risks?	*Y/N*	
Issues	Are there any outstanding project issues?	*Y/N*	
Changes	Are there any outstanding project changes?	*Y/N*	

APPROVAL DETAILS

Supporting Documentation:
[Reference any supporting documentation used to substantiate the review details above.]

I approve this project to proceed to the next project phase.

Signatures: **Date:**

_____   ___/___/____
WVOT Project Manager

_____   ___/___/____
Customer Project Manager (if applicable)

_____   ___/___/____
Project Sponsor